

**All India Institute of Medical Sciences,
Bathinda, Punjab - 151001**

E-TENDER NOTICE

Outsourcing of Sanitation Services

E-bids in two parts (Technical bid and Financial Bid) are invited by the All-India Institute of Medical Sciences, Bathinda Punjab for 'Outsourcing of Sanitation Services' for 02 (Two) years extendable up to 01 (one) year.

Title of Tender	'Outsourcing of Sanitation Services'
Tender fee	Rs. 1,000/-
Date of availability of Tender document in the website	19 Mar 2021 03:00 PM
Date, time and place of pre-bid meeting	25 Mar 2021 03:00 PM Conference Room, Ground Floor, AYUSH Block, AIIMS Bathinda
Last Date of uploading the Bids.	12 April 2021 03:00 PM
Date of downloading the Technical Bid from the website.	19 Mar 2021 03:00 PM
E.M.D.	Rs. 3,00,000/-
Performance Security Deposit	@3% of contract value
Contact	Email Id: procurementcellaiimsbti@gmail.com Phone: 0164-2867547

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Note:

1. The bidders are advised to go through the following Twelve sections carefully before filling up the technical Bid and financial Bid.
2. The manpower requirement is tentative and may increase or decrease as per requirement. Manpower will be recruited in phased manner, on as and when required basis.
3. The bidders are requested to visit the site before participating in the tender to assess the basic requirements.

SECTION - I

Instructions to Bidder

1. Tender have to be submitted only online at ‘on the CPPP Website: <https://eprocure.gov.in/eprocure/app>. in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed Proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in the tender document.
2. The Institute reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Executive Director of the Institute in this regard shall be final and binding on all.
3. (i) The bid is non-transferable.
(ii) The bidder should be registered as a society, Firm or company. Proprietary firms are also eligible.
4. The bidder submitting their bid would be deemed to have read and accepted all the terms and conditions of tender. **No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the bid.**
5. Only proprietor will sign the bid document in case of a proprietary firm. In case of a partnership firm authorized partner of the firm shall sign the bid documents and attested copy of authorization of such partner shall be uploaded with bid. In case of a company the bid documents shall be affixed with the seal of the company and signed by such person / persons as may be authorized by the articles of associations of the company and/ or a resolution of the board of directors thereof to sign for and on behalf of the company and duly attested copy of the resolution shall be uploaded with bid. the cancellation of any document such as power of attorney, partnership deed, etc. shall immediately be communicated by the bidder (s) to the institute in writing, failing which the institute shall have no responsibility or liability of any action, taken on the strength of the said documents.
6. Only proprietor will sign the agreement in case of award of work to a proprietary firm, however in cases of partnership firm/company only legally authorized person will sign the Agreement.
7. The schedule of rate (s) and quantities must be carefully and properly filled in. All rates should be mentioned in words as well as in figures. Please note “No corrections and alterations in the financial bid will be allowed.”

8. Subletting of contract, wholly or partially, in any form is strictly prohibited, and would entail termination of contract with forfeiture of security deposit and imposition of penalty and such other action as may be deemed essential in the sole discretion of the Executive Director.
9. All the pages of the bid documents and supporting documents, annexure/enclosures etc. must be numbered serially, signed and stamped by the bidder and mention the total number of pages.
10. Only the sought for information and details are required to be provide with the tender document. If the bidder desires to provide additional information the same may be provided separately on A-4 size white paper with proper indexing.
11. Only those bidders who successfully qualify in the Technical bid will be allowed to participate further in the bidding process.
12. The employees of All India Institute of Medical Sciences, Bathinda or their family members shall not be eligible to participate in the bid process. For the purposes of this clause family members mean only dependent parents, Sons, Daughters, brothers, Sisters and Spouse.
13. All letters posted to the successful bidder on the address given in bid will be considered to have been delivered. Accordingly, prospective bidders are advised to write their full & correct postal address.
14. In the event of withdrawal by a bidder before the expiry of validity of offer, institute shall have right to forfeit the Earnest Money Deposit (EMD).
15. The Institute reserves the right to seek clarifications on any documents or any information provided by the bidder at the stage of technical evaluation, however no additional certificate shall be entertained. The clarification shall be provided by the bidder at that stage in the affidavit format.
16. The Institute reserves its right to reject any or all bids received at any point of time, without assigning any reason in lieu thereof.

Minimum Eligibility criteria of Bidder:

1. Bidder shall be in business for a period of at last FIVE years in Sanitation & Housekeeping services for which the relevant supporting documents are submitted.
2. The Bidder must have experience of rendering sanitation services in minimum 500 bedded hospital, engaging minimum of 200 workers in a hospital for 03 calendar years out of last 04 years i.e., F.Y., 2016-17, 2017-18, 2018-19 & 2019-20 **(To be filled as Section – IX)**

OR

3. The bidder must have experience of rendering sanitation services in a hotel of minimum 200 rooms, engaging minimum of 200 workers in a hotel for 03 calendar years out of last 04 years i.e., F.Y. 2016-17, 2017-18, 2018-19 & 2019-20 **(To be filled as Section – IX)**

OR

4. The bidder must have experience of rendering sanitation services per educational institutions or government organization engaging minimum of 300 workers for 03 calendar years out of last 04 Years i.e., F.Y. 2016-17, 2017-18, 2018-19 & 2019-20. **(To be filled as Section – IX)**

3. The bidder must have annual turnover of **Rs. 10 Crore (Ten Crore)** per annum for rendering same/similar services as stated in point no. 2 above for last 03 financial years i.e., 2017-18, 2018-19 & 2019-20.

4. The Bidder must submit Satisfactory Performance Certificate duly signed by the Head of the Institution/ authorized signatory for at least two completed contracts

Note: Experience and satisfactory work experience certificate issued by head of the institution/authorized signatory must be annexed with bid.

Submission of E-tenders:

- (i) The bid along with the necessary documents should be uploaded on the CPPP Website: <https://eprocure.gov.in/eprocure/app>. as per guidelines mentioned in the portal. Tender have to be submitted only online at CPPP site <https://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in the Tender document.
- (ii) Tender documents may be downloaded from institute's web site www.aiimsbathinda.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>
- (iii) AIIMS Bathinda reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Executive Director of the AIIMS Bathinda in this regard shall be final and binding on all.
- (iv) Tender fee Rs. 1000/- should be deposited in the account of Executive Director, AIIMS Bathinda online through RTGS. The details of account are as under: -
- Account No. : 39813074890
 - Name of Account : Executive Director, AIIMS Bathinda
 - Name of Bank & Branch : SBI, Milk Plant Branch
 - IFSC Code : SBIN0050872

The copy of UTR should be uploaded with technical bid, No Tender fee will be accepted offline. Incomplete tender in any respect shall be summarily rejected.

(v) **Earnest Money (EMD)**

- (i) Earnest money deposit of **Rs. 3,00,000/- (Three Lakhs only)** should be paid online through RTGS. The details of RTGS are as under:
- RTGS Details: -
- Account No. : 39813074890
 - Name of Account : Executive Director, AIIMS Bathinda
 - Name of Bank & Branch : SBI, Milk Plant Branch
 - IFSC Code : SBIN0050872
- (ii) The proof of EMD should be enclosed with Technical Bid or the tender. The earnest money will be refunded to unsuccessful bidders within 30 days of finalization of tender. The earnest money may be returned back to the successful tenderer, after receipt of security deposit before signing of the agreement.
- (iii) EMD in any other format is not acceptable.

(vi) Performance Bank Guarantee

- (i) The service provider/successful tenderer shall submit Performance Bank Guarantee deposit in the amount stated hereinabove, having validity of 26 months (2 months beyond completion of all the contractual obligation). The service provider/successful tenderer shall ensure the extension of its validity for further period, if the contract is extended.
- (ii) The Performance Bank Guarantee of 3% of the value of contract may be made in the form of demand draft/Bank Guarantee of any Nationalized/scheduled Bank, in favour of '*Executive Director, AIIMS Bathinda*' drawn on any Nationalized/scheduled Bank and payable at Bathinda within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 500/- (Contract agreement). Vendor will bear the expenditure of Stamp Paper.
- (iii) The security deposit shall be release, or refunded, as the case may be, only upon expiry of a period of 02 (Two) months after the expiry of the contract or its termination, as the case may be, after adjustment of all dues of the Institute or damages of any kind, if any. The Institute shall be entitled to adjust any and every due amount from the said security deposit.
- (iv) The Performance Bank Guarantee can be fortified by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of contract.

SECTION-II

Instructions for Technical & Financial Bid

1. Instructions for Technical Bid

The bidder shall upload the valid documents, certificates and affidavits as listed below with the Technical bid and shall specify the page no., failing which bid will be summarily rejected:

- (a) Bidder must upload scanned copy of tender fee deposit.
- (b) Bidder must upload scanned copy of EMD deposit.
- (c) Bidder must upload CA certified Annual turnover along with supporting Balance sheets for same period along with ITR for last 03 financial years i.e., 2017-18, 2018-19 & 2019-20.
- (d) Registration of firm/company/bidder
- (e) Bidder must upload the self-attested scanned copy of PAN.
- (f) An affidavit duly sworn before a notary that the firm or proprietary concerned or company have never been blacklisted.
- (g) An affidavit duly sworn before a Notary that neither bidder nor the firm/partners/proprietor/Director of the company has never been convicted or punished by any Court of Law nor any criminal prosecution, involving moral turpitude, in which a charge sheet is issued, is pending against any of them.
- (h) Self-attested scanned copy of EPF & ESI Registration certificate along with the code number.
- (i) Self – attested scanned copy of GST registration certificate along with number.
- (j) Copy of resolutions for authorization of signatory to sign the bid along with name and designation.
- (k) Bidder must upload the Tender Acceptance form in the given format of this tender document.
- (l) Satisfactory Performance Certificate duly signed by the Head of the Institution for at least two completed contracts
- (m) List of manpower on payroll under the bidding firm as on the last date of bid submission
- (n) Properly filled **Section – IX** along with documentary proof to support the declarations.

2. Instructions for Financial Bid

The bidder shall complete the financial bid as per the points given below and shall upload all the below mentioned documents/certificates with financial bid, failing which bid shall summarily be rejected:

- (a) The bidder must quote in figures without decimals as well as in words the total amount offered and in the event of any discrepancy, the amount quoted in word would be taken to be the offered amount.
- (b) The bidder shall go through the details of Area [Section – V], Manpower required [Section – VI], Equipment Required [Section – VII], and Material Required [Section – VIII] before participating in the bid.
- (c) **The cost of Equipment, its maintenance, running cost, fuel charges, consumables related to equipment provided etc., for Section – VII shall be included in the service charge quoted in Section – X (Part-1) [Manpower].**
- (d) Bidder shall maintain all the equipment [Section – VII] in 95% uptime condition.
- (e) Institute will not pay anything extra for running of equipment other than quoted service charges
- (f) The bidder must quote the financial bids for both parts i.e., Section – X (Part-1) [Manpower] and Section – X (Part-2) [Material]
- (g) To arrive at the lowest bidder, price for both parts of the **Section – X (Part-1) [Manpower] and Section – X (Part-2) [Material]** in aggregate shall come lowest in total. (i.e., price for manpower + Material should be lowest)
- (h) The bidder must ensure that the rates are written in such a way that no blank space is there.
- (i) Bidder must clearly specify the GST to be paid extra, failing which price will be taken as basic price excluding GST. GST will not be considered for deciding Lowest Bidder.
- (j) The bidders may contact Procurement Cell on the institute for any clarifications before quoting the rates, if any.
- (k) Rates and tender will be finalized on the basis of criteria as laid down in Section X.

BID SHALL BE REJECTED IF ANY OF THE SAID DOCUMENT OR INSTUCTION IS NOT FOLLOWED.

Check List:

Sl. No.	Document to be submitted	Yes/No	Page No.
1.	Scanned copy of Tender fee		
2.	Scanned copy of EMD		
3.	Experience and satisfactory work performance certificate. (as per Section – VI)		
4.	CA certified Annual turnover along with supporting Balance sheets for same period along with ITR for last 03 financial years i.e., 2017-18, 2018-19 & 2019-20		
5.	Self-attested copy of PAN		
6.	Properly filled Section – VI along with documentary proof to support the declarations		
7.	An affidavit duly sworn before a notary that the firm or proprietary concerned or company have never been blacklisted		
8.	An affidavit duly sworn before a Notary that neither bidder nor the firm/partners/proprietor/Director of the company has never been convicted or punished by any Court of Law nor any criminal prosecution, involving moral turpitude, in which a charge sheet is issued, is pending against any of them.		
9.	Copy of resolutions for authorization of signatory to sign the bid along with name and designation		
10.	EPF Registration certificate		
11.	ESI Registration certificate		
12.	GST registration Certificate		
13.	Tender Acceptance form as Section – X in the given format		
14.	Registration of firm/company/bidder		
15.	List of manpower on payroll under the bidding firm as on the last date of bid submission		

SECTION – III

GENERAL CONDITIONS OF CONTRACT

1. Only proprietor will sign the agreement in case of award of work to a proprietary firm, however in cases of partnership/company only legally authorized person will sign the agreement.
2. The successful bidder has to maintain a current/saving bank account with any branch of a nationalized bank situated in Bathinda and intimate the A/C No. to the Accounts Department, Accounts Officer and Procurement cell of the Institute, within a week of award of tender.

3. THE SUCCESSFUL BIDDER DELIVERABLES.

- (a) The successful bidder shall provide the services in the designated area during such time in the day as may be specified for that particular area from time to time.
- (b) The services shall be provided only through qualified and experienced personnel for particular service.
- (c) Before start of work/deployment the successful bidder shall submit details (including identity, educational qualification, bank account number, credential etc.) of personnel through which the services will be rendered to the MS/Officer In-Charge Sanitation Services.
- (d) The successful bidder will pay wages/salary by 7th of every month, only through RTGS/NEFT, to the personnel deployed in AIIMS Bathinda for providing services and submit the proof of such payments to Institute by 15th of every month.
- (e) **The value of such payments will not be less than latest Central Government minimum wages rates as notified by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India for Bathinda region as per notified classification of Area effective at that time.**
- (f) The successful bidder will issue the identity card to the manpower deployed with name and address of the manpower and employer bidders name printed on the card. Under no circumstances should such identity card carry the name of the Institute, or its log, in any form.
- (g) All manpower deployed for the services shall wear such uniform as may be specified by the Institute from time to time.
- (h) Uniform, Identity card, any Stationary items including paper, registers, pen etc. shall be provided by the vendor, at its own cost.
- (i) The successful bidder shall ensure that there is no disruption of services because of absenteeism of human resource. The successful bidder must have and alternative backup plan for continued availability of human resource in all cadres to ensure that there is no disruption to the services.
- (j) Before deployment of any manpower the successfully bidder shall upload: -
 - (i) Copy of letter of appointment issued to the deployed manpower carrying the signature of the incumbent.

(ii) An undertaking from the deployed manpower to the effect that he/she would not claim any rights to be an employee of the Institute on the basis of his/her deployment under the terms of the contract.

4. Performance indicator:

Performance of the contract would be judged as on overall basis, inter-alia taking the following parameters into consideration: -

- (i) Attendance and punctuality of personnel deployed to provide services.
- (ii) Status and quality of task performed.
- (iii) Number of breakdowns in the Services.
- (iv) Inter-personal and behavioral problems observed.
- (v) Undesirable actions observed which may cause or may have caused financial and reputation loss to the Institute.
- (vi) Complaints received.
- (vii) General opinion/general assessment by any faculty/department/committee, constitute for the purpose of monitoring.

5. RESPONSIBILITIES OF THE SUCCESSFUL BIDDER:

- (a) The Successful bidder shall provide all the services as provided in Section-III the successful bidder shall provide such services on all working days/shifts and even on holidays.
- (b) Apart from providing the aforesaid services, as and when called for the successful bidder shall discharge any other duties, which in the opinion of the Institute are within the SCOPE OF WORK of the successful bidder, and the successful bidder shall carry out such duties with diligence and care.
- (c) The successful bidder shall provide speedy and competent services as per the performance benchmark and shall also deploy the required number of personnel to this effect.
- (d) The manpower deployed by the successful bidder for carrying out the services under the terms of the contract shall be employees of the successful bidder. No relationship of master and servant is created between the deployed manpower and the Institute under this contract. The successful bidder shall be solely responsible for their affairs and will be under mandatory/obligations to comply with the statutory obligations such as EPF, GST, ESIC etc. as and where applicable.
- (e) It is the responsibility of the successful bidder to issue ESI Cards all the personnel deployed at AIIMS Bathinda.
- (f) These personnel shall have no claim whatsoever, to be treated as employees of the Institute. In the event any such claims made by the personnel of the successful bidder shall indemnify the Institute against any such claims, either monetary or otherwise. Over and above as foresaid, all applicable statues will invariably be invoked concurrently or prospectively as will be the case, will be borne by successful bidder or the institute as per the provision of the said tax.
- (g) The successful bidder at all times should indemnify the Institute against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's liability Act 1938, the workmen compensation Act 1923, Industrial disputes Act

1947, Maternity Benefit Act 1961, payment of bonus Act 1965 or any other law relating thereto and rules made there under from time to time. The Institute will not own any responsibility in this regard.

- (h) COMPLIANCE: The Agency / Tenderers shall be responsible for compliance with the provisions of all the applicable Labour Laws including latest amendments and revised rates including but not limited to:
- a. Contract Labour (Regulation Abolition) Act &,1970;
 - b. Minimum Wages Act,1948;
 - c. Workmen's Compensation Act,1923;
 - d. The Employee Provident Fund Act, 1952;
 - e. Employee State Insurance Act, 1948;
 - f. The Payment of Bonus Act, 1965 and Gratuity Act, 1972
 - g. The Child Labour (Prohibition and Regulation) Act, 1986
 - h. Quantum of reservation as per Government of India orders/PMSSY Rules & Regulations, and
 - i. Any other rules, regulations and / or statutes as may be applicable to them from time to time.
- (i) The successful bidder must provide the manpower deployed with bonus and leave of the kind due as per prevailing laws, wherein the same would be reimbursed by the AIIMS Bathinda, if mandated by law, as per actual and under the obligations of relevant and prevailing rules.
- (j) Successful bidder shall be fully responsible for any accident or mishap involving manpower engaged by him and any claim made on this part will be paid by the successful bidder. The Successful bidder shall indemnify the Institute from any claims arising out of accidents or mishaps, disabilities of any nature or death, or arising out of provisions under law or of any other nature in respect of all manpower engaged by successful bidder.
- (k) In case the successful bidder fails in fulfilling the obligations of work/service under the contract, fully and in time, the Institute shall have the absolute right to take up the work at the successful bidder's cost and risk, and recover all such expenses from the amounts due to the successful bidder including their security deposit.
- (l) The successful bidder will post suitable and experienced personnel as maybe needed to supervise and guide the personnel for proper completion of the work/services as per direction of the Officer Incharge Sanitation Services or by such officer as may designated by the Institute. The successful bidder is overall responsible for the good conduct and character of the manpower deployed. Successful bidder is expected to be duly diligent to carry out background check of verve manpower before deploying it with the institute and ensure that no criminal case is ongoing against any of the manpower deployed as and when they are deployed by the successful bidder.
- (m) They will have to abide by latest Central Government minimum wages rates as notified by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India for Bathinda region as per notified classification of Area effective at that time and all other relevant and applicable statutory labour and other laws, rules and regulations as applicable e.g. EPF, ESI, Bonus etc. The successful bidder shall comply with regulation of any statutory authority on any obligation imposed upon him by the authorities or applicable under any law as a result

of establishing and running the services and indemnify the services under the agreement to be executed between institute and successful bidder and shall indemnify the Institute and its officers/employees from any claim or consequences/damages for any lapse or non-compliance thereof. The successful bidder and his assistants and personnel shall be liable to be dealt suitably in the event of infringement of any law. Any liability arising on the Institute as principal employer shall be deducted from the bills of the successful bidder and the full amount shall be recovered from the security deposit and subsequent monthly bills of the successful bidder.

- (n) The successful bidder shall be responsible for the conduct of his personnel and in case of any complaint against any staff, the successful bidder shall be under obligation to suitably punish such personnel or to take such other action as may be directed including removal or substitution of such personnel when instructed orally or in writing by the Officer In-charge Sanitation Services. The successful bidder shall observe all the laws and shall be responsible for any prosecution or liability arising from breach of any of those laws. The institute shall not be held accountable or responsible under this head with regard to staff on the rolls of the successful bidder in any manner whatsoever.

6. CONSIDERATION/ COMPENSATION/ PAYMENT:

(a) The successful bidder shall submit monthly bill in original to the institute for the services rendered by the successful bidder in the preceding month. The payment shall be released after satisfactory performance of work, which shall be certified by the officer designated by the Institute for the said purpose.

(b) The successful bidder will pay wages/salary by 7th of every month, only through RTGS/NEFT, to the personnel deployed in AIIMS Bathinda for providing services and submit the proof of such payments to Institute by 15th of every month.

(c) The successful bidder shall submit bills complete in all respect within 15 days of every month, subject to any clarification, dispute and difference, the Institute agrees to settle the bills raised by the successful bidder within 30 days from the date of receipt of bills, submitted along with proofs of payment under statutory obligations.

(c) The successful bidder would also fully indemnify any legal and financial liability bestowed upon the Institute in respect to the personnel employed/deputed under the agreement executed between Institute and successful bidder.

(d) The successful bidder shall abide by and follow all the labour and other laws enforced from time to time in respect of his staff. The Institute will in no way be responsible for any liability or claim of the personnel employed by the successful bidder. Institute shall be indemnified from any dispute/claim arising out of the work done under the contract by the successful bidder. The successful bidder shall be fully responsible for payment of any amount of compensation arising out of any accident etc. to their personnel or outside agency deployed by them for fulfillment of the terms of the contract. The successful bidder will make full arrangement and responsible for safety and security of all such staff.

(e) If at any later date, it is found that the information, documents and certificates submitted by the successful bidder/contractor are wrong/ forged/ fake/ false or manipulated, bid/ contract shall be cancelled and EMD/security deposit with the Institute shall be forfeited without any claim whatsoever against the Institute. If at any time it is also found that any type of liability/ responsibility fixes on the Institute or its employees by any Government or local bodies regarding the bid/ contract, the total responsibility will have to be borne by the bidder/contractor.

7. CONTROL & SUPERVISION OF SUCCESSFUL BIDDER'S PERSONNEL:

(a) The successful bidder shall in person or through the supervisors, supervise and control the working of all the personnel engaged by him for the purpose of carrying out the obligations under the contract and shall be fully responsible for maintaining discipline, peace, good behavior, appearance of the personnel deployed in the Institute's premises.

(b) In the event of the work carried out by the successful bidder or its personnel if being not found satisfactory, the successful bidder upon advice, directions or orders from the Institute shall take immediate necessary steps so as to provide prompt, uninterrupted and effective services, as per terms of contract.

(c) The successful bidder shall ensure that the personnel engaged by them shall remain on the premises of the Institute as per timings indicated by the Institute. However, prior permission will have to be obtained by the successful bidder/its supervisors from the Institute in the event of successful bidder/its personnel being required to remain on the Institute's premises beyond the aforesaid stipulated time and/ or on Sundays and fixed public holidays for any reasons whatsoever.

8. DAMAGES TO PERSON & PROPERTY:

(a) The successful bidder shall ensure that all manpower deployed for carrying out the terms of contract is duly covered and registered under beneficial insurance scheme of ESI corporation and their contribution is regularly deposited to meet any eventuality of accidents (fatal or otherwise) or injuries. The successfully bidder shall submit along with is monthly bills, proof of deposit of ESI of all manpower deployed during the period of the bill. It is the responsibility of the successful bidder to issue ESI Cards all the personnel deployed at AIIMS Bathinda.

(b) The successful bidder shall ensure that the Institute shall in no way be held responsible or liable to meet any claim of the personnel deployed by the successful bidder against any accident or injury etc. suffered by the personnel of successful bidder during the course of his employment.

(c) The successful bidder shall indemnify the Institute at all times against all claims for compensation under the provision of any law for the time being in force or in respect of any personnel employed by the successful bidder in carrying out the contract and against all costs and expenditures incurred by the Institute in connection therewith.

(d) The Institute shall be entitled to deduct any amount due for such claims including costs and expenses in connection with such claim from the money payable by way of consideration as aforesaid.

(e) If in the course of execution of the contract by the successful bidder any damage is caused by the successful bidder or its personnel deployed in the Institute's premises to persons and property of the Institute, the successful bidder shall be liable for the same and indemnify the Institute against such damages. Successful bidder shall also render all indemnify the Institute against such damages. Successful bidder shall also render all assistance and cooperation to the Institute in the event of any inquiry relating to any accident.

(f) In case of any lapse, default and negligence, fraud etc. On the part of the successful bidder or its personnel deployed in the Institute's premises, due to which the Institute suffers any loss, the successful bidder shall be responsible to indemnify the loss and damages to the Institute. However, Institute will be at liberty to recover such losses from his security deposit and/or other payments due to him.

(g) The successful bidder shall indemnify the Institute against any action, proceedings, claims or demands of any persons (s), or its personnel made against the Institute in respect of services. The successful bidder shall also indemnify the Institute for any commission or omission or default on the part of the successful bidder, its personnel or agents which the Institute may have to pay, incur or sustain by reasons of any such action, proceedings, claims or demands or otherwise in relation thereto, or for any reasons whatsoever.

9. MISCELLANEOUS LIABILITY/RESPONSIBILITY:

(a) The successful bidder shall not divulge any information confidential or otherwise that he may come across. The successful bidder has been granted license by the Institute to enter the premises only for the purpose of carrying out the contractual obligations and not for any other reasons or purpose. It is specifically made clear to the successful bidder that such license is valid only during the subsistence of the contract and such license shall not be construed to confer any right on the successful bidder and or for its personnel, including the right to tenancy, sub-tenancy etc.

(b) Any financial liability arising to the Institute under the contract shall be deducted from the bills of the successful bidder and if the full amount is not recovered then the same shall be recovered from the security money of the successful bidder.

(c) The successful bidder and their staff/personnel shall follow the instructions/directions/orders/rules and regulations of the Institute in force or as amended from time-to-time by the competent authority of the Institute or officer nominated by the Institute or Nodal officer of the Institute. The successful bidder on the direction, orders or advice of the Institute will be under mandatory obligation to change the personal immediately.

(d) The Executive Director of the Institute or any officer authorized by the Institute may review or ascertain and enforce due and proper observance of the laws and rules and regulations. The

officer so authorized by the Institute or the Executive Director of Institute, may investigate into any complaint regarding default in terms and conditions of bid/Agreement committed by the successful bidder.

(e) No party shall be allowed to be represented by legal expert during any investigation, enquiry, appeal or any other proceeding by or before any officer of the Institute against the successful bidder.

(f) The successful bidder shall follow the employment reservation law/order as applicable in Punjab Government.

10. VALIDITY OF TENDER:

The initial validity of the offer made in tender document is 90 days from the date of opening of the technical bid. At the behest of the Institute the successful bidder shall increase the validity period of his offer subject to a maximum of another ninety days.

11. COMMENCEMENT OF WORK:

The successful bidder is required to sign the agreement and start the work within seven days from signing of the Agreement. In case it is found that the work has not been taken up within seven days from the date of signing the Agreement, the Institute at its sole discretion may cancel the same and forfeit the earnest money deposit or security deposit, as the case may be.

12. PERIOD OF CONTRACT AND ITS RENEWAL:

(a) The life of the contract shall be for a maximum period of 03 (three) years from the date of execution of agreement.

(b) In the first instance, the contract would be for a period of 02 (two) year. Thereafter, the contract shall be renewed for further periods of 01 (one) year each, on the request of the contractor, made in writing at least three months before the date of expiry of the period of satisfactory performance report, on such request and need of the Institute.

(c) Each renewal of contract shall be made on the same terms and conditions on which the initial agreement has been entered into.

(d) Subject to other conditions of the contract, the minimum period for the running of the contract is 02 (two) year, during which the successful tenderer cannot withdraw from its obligations under the contract.

(e) In all circumstances and eventualities, whether arising out of expiry of the period of contract or its non-renewal or termination or withdrawal, the successful tenderer shall have to continue the work till such time that a new or alternate arrangement is made by the Institute.

13. TAXES AND DUTIES: -

- (a) Statutory levies like Turnover Tax, Income Tax deduction at source and other statutory levies, as applicable from time to time, will be deducted from the bills of the successful bidder.
- (b) GST and other taxes extra, as applicable from time to time, shall be applied.

14. NOTICE PERIOD FOR ABANDONMENT OF CONTRACT: -

- (a) Neither party shall be entitled to withdraw from the contract during initial period of two year.
- (b) After expiry of the initial period of one year, either party shall be entitled to withdraw from the contract after serving three-month notice in writing to the other party in this behalf.
- (c) Notwithstanding any other provision contained herein, in all cases of withdrawal from contract or termination of contract under clause 10, the Service provider shall have to continue the work under the contract till an alternative arrangement is made by the Institute. In the event of failure to observe this condition, the entire security deposit, as also any and all other dues. lying with the Institute, would stand forfeited.

15. TERMINATION OF AGREEMENT: -

After giving opportunity of being heard to the successful tenderer, in a summary proceeding, the Institute may terminate the contract in the event of: -

- (a) Breach of any of the terms and conditions of this contract.
- (b) Any document or information uploaded by the successful tenderer, either before the signing of the contract or during the subsistence thereof, being found to be forged, fabricated or materially incorrect.
- (c) The successful tenderer submitting to the Institute materially false or incorrect reports.
- (d) Interference, in any form, during any inspections by an inspector nominated by the Director.
- (e) The successful tenderer fails to observe agreed service standards or fails to provide services in conformity with Institute; instructions or procedures or protocol.
- (f) The presentations and declarations made by the successful tenderer before entering into the contract with regards to its performance of services, functions etc. are found to be false and misleading.
- (g) The successful tenderer goes into liquidation or is wound up or dissolutions proceedings are initiated.
- (h) If liquidator or receiver is appointed to take possession of undertaking, business or assets of successful tenderer.
- (i) Changes in the Ownership or Management of the successful tenderer.

16. ASSIGNMENT: -

Successful tenderer shall have no right to assign, transfer or sublet the contract arising out of this Tender.

17 GOVERNING LAW: -

The law of India shall apply to the contract arising out of bid. The courts at Punjab shall have exclusive jurisdiction in all matters arising out of the contract.

18. **SETTLEMENT OF DISPUTE AND ARBITRATION: -**

(a) In the event of any dispute or difference between the parties relating to or concerning the interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties, as far as possible, by mutual discussions and consultation between themselves. The dispute shall be so settled only when the same has arisen during the subsistence of the contract.

(b) No party shall be allowed to be represented by a lawyer during any proceeding of mutual discussions and consultation.

(c) In the event of any dispute or differences, arising in connection with the contract, whether during the subsistence of the contract or at any time after the expiry thereof, not being resolved in the manner provided in clause 'a' above, the same shall be referred to the sole arbitrator to be appointed within 03 months of raising of such disputes by the Executive Director under the provision of the ARBITRATION AND CONDILIATION ACT 1996 and amendments. The place of arbitration shall be Bathinda Punjab.

(d) The decision so taken by the Executive Director, in accordance with clause 'c' shall be final and binding on the parties.

19. **STAMP DUTY: -**

Stamp duty leviable on agreement shall be borne by the successful bidder.

SECTION-IV

Scope of Work and Special Terms & Conditions

Notwithstanding anything contained in this bid Document, Special terms & conditions and Scope of Work mentioned in Section-IV shall prevail over the General Terms and conditions mentioned in Section-II of this bid document.

1. The successful bidder must be responsible for providing services in the designated area as and when required.
2. The successful bidder shall present details of manpower through which the services will be rendered by successful bidder before the Institute or committee identified by Institute for the purposes to assess the suitability of personnel of successful bidder.
3. The minimum educational qualification & experience of the Sanitation workers deployed by the bidder shall be according to Section VI.
4. The successful bidder shall be responsible for issuing the identity card with name, address, employer name and other relevant details printed on the card to the manpower engaged for providing the services.
5. All manpower deployed for the services shall wear the uniform as specified by the Institute, which shall be provided by the bidder. The uniform contains two sets for summer and two sets for winter. Summer uniform will be Pent-Shirt and winter uniform means Pent-Shirt-Sweater along with Black Shoes.
6. The Successful bidder shall be liable to provide the services as provided in Section-III. The successful bidder shall be liable to provide such services on all working days/shifts and even on holidays.
7. Apart from providing the aforesaid services, as and when called for, the Successful bidder shall be liable to discharge any other duties which in the opinion of the Institute are within the SCOPE OF WORK of the successful bidder and the successful bidder shall carry out such duties with diligence and care.
8. In case the successful bidder fails in fulfilling the obligations fully and in time, the Institute shall have the absolute right to take up the work at the successful bidder's cost and risk and recover all such expenses from the amounts due to the successful bidder including their security deposit.

9. Payment:

- (i) Payment shall be released against submission bills in duplicate by the successful bidder for satisfactory performance of work, which shall be certified by the MS/Officer In charge Sanitation Services designated by the Institute for the said purpose.
- (ii) The successful bidder shall pay wages through online by RTGS/ NEFT to the personnel engaged for providing services and will submit the copy of such online transfer to Institute.
- (iii) Monthly payment of the personnel engaged by the bidder must be done by the 7th of following month. penalty for late payment will be INR 20,000/- per day.

(iv) Service charges will be paid for the billed value (wages + consumables).

10. Escalation:

The escalation in labour rates, Government tax and levies will be applicable during currency of contract. The increase/decrease in material cost shall be considered after one year of contract on basis of RBI price index on the request of successful bidder subject to satisfactory performance during the currency of contract. The escalation beyond material cost would only be changed in minimum wages as per actual.

11. Cleaning Material and Equipment

(i) All materials required for sanitation (*as listed in Section VIII, Details of Consumables Required*) like disinfectants, room freshener, detergents, antiseptics, Glass Cleaning & floor Polishing material, and Naphthalene balls, liquid soap, bars, brooms, dusters, mops etc. as shown in schedule C and any other material required for the work and as directed by the Officer In-charge Sanitation Services will be supplied by the bidder. All cleaning materials must be of ISI/BIS approved standards and as per specifications listed in (*as listed in Section VIII, Details of Material Required*). The liquid materials will be provided in sealed containers only.

(ii) Sanitation materials will be delivered to the institute by 5th of every month and distributed to all the areas or delivered at the store as per the instruction of Officer In charge Sanitation Services nodal officer. The bidder will submit the proof of material distributed/Delivered as per **financial bid Section – X, Part-2**.

Bidder shall have minimum following mandatory automatic cleaning equipment for carrying out the mechanical cleaning in the hospital and Institute. The successful bidder shall have to make all this equipment physically available in the hospital before commencing the work and these should always remain in working condition during the currency of contract. Mechanical cleaning (sweeping, scrubbing; mopping) will be carried out by dedicated manpower as per the cleaning schedule made available by the institute. (*as listed in Section VII, Details of Equipment Required*)

The list of equipment/machinery already procured by the institute will be handed over to the vendor for use during contract period. However, the cost of its maintenance, running cost, fuel charges, consumables related to equipment provided etc. shall be provided by the vendor itself. The bidder is requested to visit AIIMS Bathinda to assess the available equipment/machinery.

The vender shall hand over the same equipment in running condition after the termination of the contract, failing which the cost of the equipment after deducting the depreciation value will be borne by the vendor.

The Cost of its at its maintenance, running cost, fuel charges, consumables related to equipment provided etc shall be included in the service charge quoted in Section – X (Part-1) [Manpower].

The successful bidder will also have other tools, apparatus like axe, bamboo's, baskets, buckets, bins, basin and cloth brushes, carts, crow bar cutters, drums, garbage bags, hammers, packing material (jute twine and nylon sutli etc.), covered rickshaw trolleys, sledges & wedges, shovels, scrappers, safety gears, wheel barrows, vans, spades, step ladders, scourer, phawra, sahat, panja, genti, tasala large, palli, and any other tool as required and as directed by the Institute. The segregated hospital waste in color coded waste bags to be provided by the Institute will be collected from the source of generation from all the departments, wards, operation theatres, etc. and transported by the manpower of the bidder in covered trolley within hospital to the waste disposal site or outside the hospital and then in covered tractor trolley from outside the hospital to waste treatment site.

12. The materials to be used in the Institute should get approved by the Medical Superintendent/ Officer In charge Sanitation Services before supply. The quantity of cleaning material can increase or decrease as per the need of the Institute. The Institute will make the payment only for the material supplied as stated in the tender document. **The bidder will have to submit the receipt of delivery of monthly material mentioned in the contract agreement with the bill for release of payment.** The payment as per tender approved rates will be made for the additional quantity if requested by the Institute.
13. The bidder will have to have the safety equipment like safety belts, helmets, headlamps, gas masks, chlorine mask, personnel protective equipment (shows and goggles) for the safety of the on-duty workers.

14. Manpower

- (i) Manpower shall be posted round the clock duty (24 X 365) as per the requirement and final decision shall be taken by Officer In charge Sanitation Services. The successful bidder has to provide the reliever/ extra for adjustment of weekly off & other holidays as entitled by the manpower as per the law for which separate wages will be payable to the successful bidder. ***[The manpower will be recruited in phased manner, on as and when required basis]***
- (ii) In future, whenever any new area is activated or there is need of additional manpower on regular basis or temporarily for a limited period, the bidder will be under obligation to provide the same and the wages and material charges will be paid as per the provisions of contract.
- (iii) Whenever there is a need to change (increase or decrease) the number of manpower, the same will be engaged/deployed/removed by the successful bidder only after the permission of the Medical Superintendent. The successful bidder will submit the copy of engagement/ appointment of all his/her manpower with their complete bio data engaged by him for due performance of obligations under the contract within one week of taking over the work.
- (iv) The successful bidder & his manpower shall follow the instructions of the Institute in force and instructions issued from time-to-time. Institute will be free to take suitable action against the successful bidder for violating the same.

(v) The successful bidder shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The Institute will not be responsible with regard to manpower on the rolls of the successful bidder whatsoever.

(vi) The successful bidder shall post his managerial staff to receive and manage complaints & instructions.

15. Penalties

(i) Any financial liability arising to the institute under this contract shall be deducted from the bills of the successful bidder and if the full amount is not recovered from the security money of the successful bidder. There would be no liabilities of any kind on the Institute towards the manpower of the successful bidder.

(ii) Time is the essence of this contract. In case the successful bidder fails in fulfilling the obligations fully and in time, the Institute shall have the absolute right to take up the work at the successful bidder's cost and risk and recover any and all such expenses from the amounts due to the successful bidder including security deposit.

(iii) In case of default a suitable fine/ financial penalty for each such default will be as follows:

- a. Absence/ shortage of manpower in a day – Double of one day wage per person.
- b. Delay in supply of sanitation material by stipulated date (by 10th day of every month) - Rs. 5,000/- per day.
- c. Shortage/ unavailability of supply of sanitation material – Double the cost of the material.
- d. Lapse/ complaint in work performance- Rs. 3,000/- per occurrence per day may be levied on the successful bidder.

(iv) In the event of the successful bidder failing to execute the sanitary work under the contract in whole or in part on any given day, a fine/ penalty of Rs. 20,000/- (Rs. Twenty thousand) per day will be imposed. An alternative arrangement made by the Institute will be totally at the cost & risk of successful bidder besides imposing penalty and fine.

(v) The successful bidder will issue identity cards/ name badges at his own expense to his manpower within one month of taking over. If any of his manpower is found without identity card/ badge, the successful bidder will be fined Rs. 300/- per manpower per day.

(vi) The successful bidder will provide the protective gear and summer and winter uniform (Male- pant, Shirts, Sweater, Female- Saree, Blouse, Petticoat/ Suit and Sweater) as decided by the Institute to all his manpower at his own expenses within one month of execution of contract, failing which a fine of Rs. 5000/- (Rs. Five Thousand) per day will be imposed on the successful bidder. The successful bidder has to provide two sets of aforementioned uniform once every year.

(vii) The manpower should always be in uniform during duty hours as provided by the successful bidder. It will be strictly monitored by the institute and a fine of minimum Ra. 500/- (Five hundred) per day/person shall be imposed on successful bidder if any manpower is found

without uniform after one month of commencement of the contract. The bidder will ensure that manpower without uniform is not deployed on duty.

- (viii) List of the inventories provided to each personnel employed by the successful bidder must be reported to the Nodal Department per month.
- (ix) Anytime the consumables/material used for cleaning is found not as per the approved quality, penalty of Rs. 5000/- (Rs. Five Thousand) per incident will be imposed on the vendor. Also, vendor at its own cost will replace all the item within 48 hours.

16. WORK SCHEDULE (THE GUDE LINES OF CLEANING PROCES ARE AS UNDER):

In brief the buildings and the surrounding areas under contract should be neat, clean, tidy round the clock and in optimum hygienic & sanitary conditions of high standard as required for AIIMS Bathinda Hospital and its campus.

The successful bidder shall be responsible for cleaning as well as security of the toilet fixtures handed over at the time of starting the contract. In case any item/fixture is stolen from the toilets, the penalty will be imposed on the successful bidder. To control the pilferage, the successful bidder shall deploy the manpower accordingly for the cleaning of the toilets in the ward-block and OPD etc. of the hospital complex. No exception is to be made based on the gender of the manpower. Every manpower will have to do toilet cleaning.

High dependency units	Moderate risk area	Low risk area
<i>Operation theatre units including recovery area – Major & minor</i>	<i>Medical and allied wards</i>	<i>Departmental areas/office areas</i>
<i>Intensive care units/ Cardiac care units/Neonatal ICU etc.</i>	<i>Laboratory areas</i>	<i>Outpatient department</i>
<i>High dependency units</i>	<i>Blood bank</i>	<i>Non sterile supply areas</i>
<i>Emergency department/casualty</i>	<i>Pharmacies</i>	<i>Libraries</i>
<i>Labour room</i>	<i>Dietary services</i>	<i>Meeting Rooms</i>
<i>Post-operative units</i>	<i>Laundry services</i>	<i>Medical records section Surgical wards</i>
<i>Surgical Wards</i>	<i>Mortuary</i>	<i>Stores section</i>
<i>Central sterile supply department/Theatre sterile supply unit</i>	<i>Nurses/ Doctors rest rooms</i>	<i>Manifold services/room</i>
<i>Radiation Treatment Areas</i>	<i>Rehabilitation Areas</i>	<i>Telephone rooms, electrical, mechanical, External surroundings</i>
<i>Chemotherapy ward/room</i>	<i>Psychiatric wards</i>	
<i>Renal Dialysis facility</i>		
<i>Burn Units</i>		
<i>Isolation wards/ rooms & attached internal areas like bathrooms / toilets</i>		

Cleaning frequency, level of cleaning/disinfection and evaluation/auditing frequency according to the type of functional area risk category

<i>Functional Area Risk Category</i>	<i>Frequency of cleaning</i>	<i>Level of cleaning/disinfection</i>	<i>Method of cleaning/Disinfection</i>	<i>Evaluation/auditing frequency</i>
<i>High risk areas</i>	<i>Once in two hours and spot cleaning as required</i>	<i>Cleaning and Intermediate level disinfection</i>	<i>Cleaning with soap & detergent plus disinfection with alcohol compound, aldehyde compounds (Formaldehyde, glutaraldehyde) hydrogen peroxide and phenolics (not feasible in the nurseries)</i>	<i>Weekly or monthly if cleanliness of high standards is maintained as certified by Officer I/C Sanitation and Infection Control Team</i>
<i>Moderate risk areas</i>	<i>Once in four hours and spot cleaning as required</i>	<i>Cleaning and low-level disinfection</i>	<i>Cleaning with soap & detergent plus disinfection with aldehyde compounds (Formaldehyde, glutaraldehyde) hydrogen peroxide phenolics</i>	<i>Once in a month or once in two months if cleanliness of high standards is maintained as certified by Officer I/C Sanitation and Infection Control Team</i>
<i>Low risk areas</i>	<i>For areas working round the clock at least once in a shift or in areas having general shift at least twice in the shift & Spot cleaning as required</i>	<i>Only cleaning</i>	<i>Physical removal of soil, dust or foreign material followed by cleaning with water and detergent foreign material followed by cleaning with water and detergent</i>	<i>Once in three months</i>

17. Key performance indicators (KPI):

(a) DAILY:

- i. Proper cleaning, seeping & mopping of floors, walls, railings, corridors & lifts, staircases etc. covering the entire constructed areas, no betel stains or cob webs etc. should be visible anywhere in the hospital.
- ii. Cleaning of Dustbins, Sanitation bin & Spittoon and disposing of garbage and Bio-Medical waste including cardboards/ gatta (Two to three times in a day) to waste disposal area.
- iii. Dusting of Office furniture, Almirahs, Cupboard, Phones, Partition walls, Doors Windows, Notice Boards, Flower Vases & other pieces of decoration etc.
- iv. The successful bidder will be responsible for segregation, transportation of waste from the patient treatment area to waste disposal areas in close trolleys.
- v. Toilets & urinals including floors to be cleaned regularly after every two hours throughout the day with disinfectant & porcelain fixtures to be cleaned with Vim/ acid.
- vi. To spray the area with room fresheners as and when required.
- vii. To attend, clean and remove choking of toilet drains including CI pipes, sanitary fixtures, main holes of bathrooms and toilets.
- viii. To clean the floor and wall tiles, marble, Mosaic surfaces and window panes wherever required or as instructed by the nodal officer.
- ix. Thorough cleaning of O.T. as advised by the OT supervisor.
- x. Cleaning has to be ensured ½ hour before the working hours of the concerned Department.
- xi. Loading and unloading of materials received in stores
- xii. Sweeping and scrubbing of floors with automatic machines and cleaning of hospital toilets with high pressure water jets. The surrounding of the Hospital including staff parking should be free from garbage and clean all the time.
- xiii. Giving of urinals and bed pans to the patients on demand.
- xiv. Carry out the orders of Doctors and nurses and other officers of the institute.
- xv. Any other work as assigned, as and when require.

(b) WEEKLY

- (i) Cleaning of Carpets, Curtains, pictures and other wall fixtures.
- (ii) Dusting and Cleaning of ceiling, fans and lights fittings.
- (iii) Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material and disinfectant.
- (iv) Clearing of wall corners of the building from dirt, muck and stains.
- (v) Cleaning of glass panes, wire mesh of the entire window in the corridors of Hospital building.
- (vi) Any other work as assigned, as and when require.

(c) **MONTHLY**

- (i) Sweeping & cleaning of service ducts & all drainage, rainwater pipes.
- (ii) Cleaning and clearing dirt and muck from all the roofs of Hospital Building, choked drains and manhole lines connected from all type of buildings up to the main drains and sewer line.
- (iii) Any other work as assigned, as and when required.

(d) **REPORT**

- (i) The successful bidder or his authorized representative shall daily report to the Officer In charge Sanitation Services for the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the successful bidder exclusively for the purpose. He shall maintain the said book and produce the same as and when asked for.
- (ii) The successful bidder or his authorized representative should submit daily report on the status of Institute sanitation and manpower deployment to Officer In charge Sanitation Services. The daily attendance sheet of manpower deployed should be electronic biometric attendance sheet. In case bidder fails to place the biometric attendance system, Institute will install the same, at bidder's cost and bidder will have no objection to it.
- (iii) Routine notices/instruction (Written or oral) will be given by the Medical Superintendent/ Officer In charge Sanitation Services. The successful bidder will be obliged to carry out the same.
- (iv) The successful bidder or his authorized representative should be available in the hospital round the clock and must carry mobile phone.
- (v) The successful bidder will have to obtain the monthly performance report from each area of the Hospital on different performance indicators which will be provided by Officer In charge Sanitation Services. This report and monthly supply of material will have to be submitted with monthly bill for payment along with monthly bank deposit challan of EPF, ESI of all the workers and GST challan, etc. the challan have to be AIIMS Bathinda specific or individual worker's name specific.
- (vi) All works will be executed as per detailed specifications and directed by the Medical Superintendent/ Officer In charge Sanitation Services.
- (vii) The quantities of consumable material indicated are purely tentative and likely to vary up to a reasonable limit.
- (vii) The successful bidder will be required to post suitable, qualified and experienced manpower as may be needed to manage and guide the manpower for proper completion of the work as per the direction of Medical Superintendent/ Officer In charge Sanitation Services.
- (viii) If it is observed at any stage that the quality of the work is not satisfactory, the contract may be terminated and Security deposit will also be forfeited. The Successful bidder will have no claims whatsoever on the Institute.

(ix) Any other sanitation and allied work, which is not specified but implied to this contract and as instructed by the Institute, will be carried by the bidder.

(x)The Institute, reserves the right of altering the specifications of works/material/manpower of adding or omitting any items of work or having portions of the same carried out departmentally or otherwise and such alterations and variations shall not vitiate agreement.

(e) Collection of Garbage from Residential Areas of the campus

The garbage will be collected from door to door from all type residences including Faculty quarters, Hostels, Guest House, Director bungalow etc. in the morning by 9:00 am in refuse collecting rickshaw trolley or mechanical driven vehicle for Garbage collection and transportation. The garbage from other residential areas like Administrative Block, auditorium, Hospital and Hospital Canteens etc. will be collected from designated garbage collection points in each area in the morning or as the need may be. The detail of Residences/ Houses/ Flats/ Dwellings within the campus is detailed below.

(i) The municipal garbage will be dumped in the designated earmarked area.

(ii) The road cleaning will also include cleaning and clearing of all the chocked open drains in the campus and dust bins all along the roads and the same will not be the responsibility of civil engineering division unless the cause of block/seepage/overflow or other concern is of technical nature. In no case there should be litter anywhere in the campus on the roads and road side. The Institute campus is spread into a land area of 177 acres approximately. The campus includes all type of residences, Hostels, every Hospital building, guest House, AYUSH, Auditorium Administrative block, OPD and Diagnostic Block, Medical Collage, Inpatient areas etc. The length of roads in the whole campus is about 10 kms. The roads include all the lanes and by-lanes.

(iv) Spray of Bleaching powder on regular/weekly basis or as decided by sanitation officers on stagnant water area to prevent breeding/killing of flies, mosquitoes and other Insect.

(v) The job is to keep the entire campus neat and clean. To attend, clean and remove choking of drains including CI pipes, sanitary fixtures, main holes& sewer lines.

(vi) To clean all the roads within the Institute campus from Main gate to entire hospital and roads, footpaths, entire lanes and by lanes in the Residential Quarters & upcoming ones.

(x) The area wise monthly material distribution plan for the entire Institute campus and hospital areas is given with the terms and condition of contract document.

(xi)The bidder will have to land fill/bury the carcass of Asian antelope, Cow, Buffalo, dog, cat and any other dead animal found in the campus.

Manpower: -

- (a) The Successful Bidder must engage only manpower, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Successful Bidder shall be fully responsible for the conduct of his staff.
- (b) Any misconduct/Misbehavior on the part of the manpower deployed by the successful bidder will not be tolerated and such person will have to be replaced by the successful bidder at his own costs, risks and responsibilities immediately, with written intimation to the institute.
- (c) For all intents and purposes, the successful bidder shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed. The manpower deployed by the agency shall not have claims of any Master and Servant relationship against the Institute and institute shall not be under any obligation for providing employment to any of the manpower of the successful bidder after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the manpower of the successful bidder.
- (d) The successful bidder should ensure to maintain adequate no. of manpower and also maintain a pool of stand-by staff. In case any absence of staff on the duty, the reliever of equal status shall be provided by the successful bidder from an existing pool of staff. The sanitation supervisor shall be responsible for absolute segregation of general waste from biomedical waste, failing which penalty of Rs. 1000 per day per area would be imposed.
- (e) The manpower deployed by the successful bidder shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of the Institute during the currency or after expiry of the contract.
- (f) The Institute shall not be responsible for any financial or other injury to any manpower deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- (g) The successful bidder shall be solely responsible for the redressal of grievances/resolution of disputes relating to manpower deployed. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.
- (h) It will be the responsibility of the successful bidder to meet transportation, food, medical and any other requirements in respect of the manpower deployed and the Institute will have no liabilities in this regard.
- (i) The Institute shall not be responsible for providing residential accommodation to any of the manpower of the successful bidder.
- (j) The successful bidder must provide the manpower deployed with bonus and leave of the kind due as per prevailing laws, wherein the same would be reimbursed by the AIIMS Bathinda as per actual and under the obligations of relevant and prevailing rules.

Materials: -

Any deviation in the tool’s quality & quantity and other resources as mentioned will invoke penalty as decided by the Executive Director of the Institute. In case the successful bidder has not provided the sufficient amount of equipment, tools and tackles and requisite materials even after levy of penalty, the offices may procure it and deduct the cost from the bills of the successful bidder.

SECTION-V

Details of Areas

Sr. No.	Total Area & Location	Floor	Total Covered Area in sq. Meters (Approx.)
1	OPD + Diagnostic Block	G + 2	19540
2	Hospital (Including OTs, Emergency, Wards, ICUs etc.)	B + G + 6	45729
3	AYUSH Block	G + 2	2267
4	Medical College, Nursing College and Administrative Block	G + 4	20857
5	Housing Type II (2 Blocks)	G + 7	4516
6	Housing Type III	G + 4	1663
7	Housing Type IV	G + 3	2074
8	Housing Type V	G + 2	1202
9	Director Bungalow	G + 1	507
10	Guest House	G + 1	792
11	Nursing Hostel	G + 4	4833
12	Boys Hostel	G + 4	4627
13	Girls Hostel	G + 4	4627
14	Hostel PG Students	G + 4	2646
15	Working Nursing Hostel	G + 4	3463
16	Night Shelter	G + 2	1732
17	Auditorium	G	1917
18	Shopping Complex	G	444
19	ESS & HVAC Plant Room	G	1711
20	Fire Station	G	165
21	Central Dinning & Mess	G	1715
22	Cafeteria	G	375
23	MGPS Manifold Room	G	144
24	Waste Management Service Block	G	437
25	Animal House	G	222
26	Road Area		64000
Total Area			192205 Sq. metres

SECTION-VI

Details of required manpower AIIMS Hospital

S. No.	Designation of Category	Total No. of employees	Desired Category	Qualification	Experience
1	Sanitary Inspector	3	Skilled	Graduate	05 years
2	Sanitation Supervisors	17	Semi-Skilled	12 th Pass	03 years
3	Plumber	3	Semi-Skilled	10 th Pass	03 years
4	Sanitary Attendant	330	Unskilled	10 th Pass	01 years

[IMPORTANT NOTE: The manpower requirement is tentative and may increase or decrease as per requirement. Manpower will be recruited in phased manner, on as and when required basis]

SECTION-VII

Details of Equipment Required

S. No.	Name of Machinery	Numbers
1.	Ride on Scrubbers	05
2.	Walk behind scrubbers	05
3.	High pressure jet cleaners	04
4.	Wet Vacuum Cleaner	02
5.	Dry Vacuum Cleaner	02
6.	Multi use trolleys/ Bucket carrying trolleys	As per need

Note:

- (i) Equipment shall have 95% uptime.
- (ii) User Charges for Equipment should be included in **Service Charges** quoted in **SECTION – X “FORMAT FOR PRICE BID” Part-1.**
- (iii) Following equipment will be handed over to the vendor for use
 - a. *Ride on scrubber (01 in number, make Eureka Forbes costing 3.5 lakhs shall be handed)*
 - b. *Walk behind scrubbers (01 in number, make Eureka Forbes costing 1.5 lakhs shall be handed)*
 - c. *Automated Road sweeping machine (01 in number, costing 80 lakhs approx.. shall be handed)*
- (iv) The above-mentioned equipment as per Section – VII is in addition to the handed over equipment.

SECTION-VIII

Details of Material Required

S. No.	Name of Sanitation Material	Specification	Unit	Quantity per month (Approx.)	Quantity for two years (Approx.)
(a)	(b)	(c)	(d)	(e)	(f)
1	Phenyl (Black – scented) 5 ltr/per cane	Grade 1, Approximate RWC min 18	ltr	42 cane of 5 ltr	1008
2	Phenyl (White – scented) 5 ltr/per cane	Grade 1, Approximate RWC min 18	ltr	45 cane of 5 ltr	1080
3	Garbage Bag With colour coding for Biomedical Waste Medium (red colour) 24x36	Medium - Approximate 115g thickness with width 24-inch x length 36-inch Disposable Garbage Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. garbage bags should be used for storing the hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	75 kg (Each Kg Shall have at least 30 pcs)	1800
4	BMW Red 33x40	Medium - Approximate 115g thickness with width 33-inch x length 40-inch Bio medical waste Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. BMW bags should be used for storing the bio hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof.	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000

		Puncture Proof for sharp objects e.g., Needles, IV etc.			
5	Garbage Bag With colour coding for Biomedical Waste Medium (yellow colour) 24x36	Medium - Approximate 115g thickness with width 24-inch x 36 length 36-inch Disposable Garbage Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. garbage bags should be used for storing the hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000
6	BMW Yellow 33x40	Medium - Approximate 115g thickness with width 33-inch x length 40-inch Bio medical waste Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. BMW bags should be used for storing the bio hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000

7	BMW Green 24x36	Medium - Approximate 115g thickness with width 24-inch x length 36-inch Bio medical waste Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. BMW bags should be used for storing the bio hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000
8	Garbage Bag With colour coding for Biomedical Waste Medium (blue colour) 24x36	Medium - Approximate 115g thickness with width 24in x length 36 in Disposable Garbage Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. garbage bags should be used for storing the hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	75 kg (Each Kg Shall have at least 30 pcs)	1800
9	Garbage Bag With colour coding for Biomedical Waste Medium (black colour) 24x36	Medium - Approximate 115g thickness with width 24in x length 36 in Disposable Garbage Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. garbage bags should be used for storing the hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000

10	Biodegradable Plastic Garbage Bag (Black)	Medium - Approximate 115g thickness with width 24in x length 36 in Disposable Garbage Bags should be leak proof and have excellent strength. these bags should be eco-friendly and do not emit toxic flames when burned. garbage bags should be used for storing the hospital waste. Clearly marked (Printed) and Colour Code for segregated waste according to waste category. Leak Proof. Puncture Proof for sharp objects e.g., Needles, IV etc.	kg	50 kg (Each Kg Shall have at least 30 pcs)	1200
11	Biodegradable Plastic Garbage Bag (Black) 33x40	Approximate size 33 in X 40 in, Disposable Garbage Bags should be leak proof and have excellent strength. These bags should be eco-friendly and do not emit toxic flames when burned. Garbage bags should be used for storing the hospital waste.	kg	175 kg (Each Kg Shall have at least 30 pcs)	4200
12	Biodegradable Plastic Garbage Bag (Green) 33x40	Approximate size 33 in X 40 in, Disposable Garbage Bags should be leak proof and have excellent strength. These bags should be eco-friendly and do not emit toxic flames when burned. Garbage bags should be used for storing the hospital waste.	kg	175 kg (Each Kg Shall have at least 30 pcs)	4200
13	Acid (Hydrochloric acid) for cleaning 500 ml	Superior quality	ltr	40 ltr	960
14	Wet mop-refill 24 inches	superior quality, Wet Mop Refill of quality long life cotton at least 300 gm	pcs	8	200
15	Soft Broom	superior quality, the broom shall be a minimum of 1.2 m long	pcs	120 pcs	2880
16	Hard Broom	superior quality, the broom shall be a minimum of 1.2 m long minimum of 1.2 m long	pcs	160 pcs	3840
17	Bleaching Powder	As per Is 1065: 1989 GRADE 1, Available chlorine: 34.0% min, Stability :1/15	Pkt of 500gm	6	150 kg

		max. Moisture: 0.3% max., Particle size: 99.5%min.			
18	Toilet Cleaner (Harpic)	composition must be <5% Non-Ionic Surfactants, <5% Cationic Surfactants, Disinfectant, Perfume. Quick results, High effectiveness, Free from harmful chemicals, Safe to use	500ml	210 pcs	5040
19	Multipurpose cleaner for all washable surface and daily maintenance of protected floor (Lyzol)	Anionic surfactant, Non-ionic surfactants, soap, polycarboxylates > 5%, perfumes, hard surface detergent. (Good cleaning power, Prolonged deodorising effect, can be used for manual & cleaning or with scrubbing machines)	500 ml per bottle	340 Bottles	8160
20	Hand gloves	Approximate 25 to 60 CM, Heavy-duty rubber gloves and this should be bright yellow in colour	Pair	8	200
21	Dry Mop refill 24	24-inch, superior quality	pcs	7	160
22	Dry Mop refill 18	18-inch, superior quality	pcs	6	140
23	Wet Mop set 18	The Wet Mop set should contain: -1 Wet mop + 1 High quality plastic frame + 1 Handle (Mild Steel)	set	9	210
24	Wet Mop set 24	The Wet Mop set should contain: 1 Wet cotton mop + 1 High quality plastic frame +1 Handle (Mild Steel)	set	8	180
25	Dry Mop set 18 inches	The mop should be made of finely twisted 100% acrylic fibres. The swivel base should be made of a strong frame with 360-degree plastic joint which not only helps in easy movement of mop but also to cleans hard to reach areas. This frame should be attached with a strong, powder coated, metal handle with an easy grip to use this mop in a standing position without bending back. Approximate 80cm – for large open areas such as hospital corridors.	set	5	120
26	Dry Mop 3x3 feet Complete set	Superior quality, Hospital grade	set	6	150

27	Dry Mop 3x3 feet refill	Superior quality, Hospital grade	set	5	120
28	Dry Mop 3x3 feet sleeves	Superior quality, Hospital grade	set	7	160
29	Dry Mop set 24 inches	The mop should be made of finely twisted 100% acrylic fibres. The swivel base should be made of a strong frame with 360-degree plastic joint which not only helps in easy movement of mop but also to cleans hard to reach areas. This frame should be attached with a strong, powder coated, metal handle with an easy grip to use this mop in a standing position without bending back. Approximate 80cm – for large open areas such as hospital corridors.	set	5	120
30	Spray gun Bottle (collin)	500 ml size	pcs	150 pcs	3600
31	Scrubber for floor cleaning	long handle on this brush allows the operator to reach into parts of equipment that are hard to access	pcs	7	160
32	Feather Duster	Superior quality	pcs	120 pcs	2880
33	Table Duster	Superior quality	pcs	200 pcs	4800
34	Slaked lime	white powder, hydrated lime, calcium hydroxide Ca (OH) ₂	kg	50 kg	1200
35	Telescopic poles for cobwebs	Superior quality of 9 Metres	Pcs	70 pcs	1680
36	Lagga Broom (Broom stick)	Superior quality	Pcs	9	210
37	Toilet Brush	round shape, Long easy grip handle, Superior quality bristles & Durable & long lasting	Pcs	80 pcs	1920
38	Plastic Bucket of 18/20 ltr	superior quality, fine finish, high strength and durability.	pcs	60 pcs	1440
39	Plastic Mug (500 ml)	Plastic Bathroom Mug should be made using Bakelite and other high-quality PVC which makes them long lasting, light in weight and easy to use.	pcs	9	220
40	Plastic Dust bin	Capacity must be 60 lit, made up of good quality plastic and with cover	pcs	8	200
41	Plastic foot operated Dustbin	Capacity must be 10 lit, made up of good quality plastic	pcs	11	260

43	Dust pan	High storage capacity, Excellent strength, Adjustable joints	Pcs	10	250
45	Chock Pump for drain blockage (plunger)	rubber, made up of good quality and flexible with adequate strength to clear blockage, with a long handle	Pcs	5	110
46	PVC Flexible Garden Pipe	Superior quality	100 meter/set	3	3
47	Liquid Soap Dispensers made of stainless steal	Volume: 300ml, Size: 82x65x160mm	Pcs	10	250
48	Liquid Soap 5 ltr/cane	should be good antibacterial activity	ltr	65 cane	1560
49	5 METRE TELESCOPIC WINDOW CLEANER, GLASS CLEANER, DIY	Superior quality	Pcs	30	30 pc
50	Toilet cleaning Wiper	size:12-inch, Superior quality	Pcs	5	110
51	Floor Cleaning Wiper	Superior quality, size :24 inch	Pcs	13	300
53	Floor Cleaning Wiper	Superior quality, size :18 inch	Pcs	3	60
54	Sodium hypochloride solution 5 ltr/cane	Hospital grade	ltr	40 cane	960
55	Harpic flushmatic	Superior quality	Pcs	100	2400
56	Twin Bucket Wringer Trolley	Key Features must be 2 nos. of 25 Litres Bucket (Blue & Red), Heavy Duty Plastic Chassis with wheels, Down press Mop Wringer, Aluminium Reinforcements, Ruggedness Lightweight & Negligible maintenance	pcs	6	150
57	Detergent Powder (Rin/Surf/Arial/Nirma) (Kg)	Superior quality, Hospital grade	Kg	120 kg	2880
58	Dish Washing powder (Vim/Nip/Pril) (Kg)	Superior quality, Hospital grade	kg	80 kg	1920
59	Room freshener 200 ml	Superior quality, Hospital grade	pcs	270	6480
60	Naphthalene Bell (Gram) 100 gm	Superior quality, Hospital grade	kg	8 kg	192
61	Toilet Freshener (Odonil Cake 75 gm)	Superior quality, Hospital grade	pcs	340	8160
62	Mops 3X3 Feet complete set	Superior quality, Hospital grade	pcs	50 pcs	1200
63	Mosquito Repellent (Piece)	Superior quality, Hospital grade	pcs	320	7680
64	Liquid Soap (Dettol/Lux/Santoor) FEM	Superior quality, Hospital grade	ltr	45 cane of 5 ltr	1080
65	Toilet Paper 10 pcs in 1 pkt	Superior quality, Hospital grade	10 pcs in 1 pkt	120 pkt	2880
66	Mosquito Repellent Machine ALLOUT	Superior quality, Hospital grade	pcs	21	500
67	Mosquito Repellent ALLOUT Refill	Superior quality, Hospital grade	pcs	300	7200

68	Soap Dispenser wall mounted 500 ml as per Requirement	Superior quality, Hospital grade	pcs	13	300
69	Soap Dispenser refill 500 ml (Dettol)	Superior quality, Hospital grade	pcs	100	2400
70	BROOM RINGS	Superior quality, Hospital grade	pcs	8	200
71	BROOM STICK	Superior quality, Hospital grade	pcs	8	180
72	DOOR MAT 24 x 18	Superior quality, Hospital grade	pcs	13	300
73	DOOR MAT 3 x 4	Superior quality, Hospital grade	pcs	4	100
74	DUSTER CLOTH YELLOW	Superior quality, Hospital grade	pcs	200	4800
75	EL BRUSH SURVEL	Superior quality, Hospital grade	pcs	7	160
76	FLOOR DUSTER (POOCHA)	Superior quality, Hospital grade	pcs	200	4800
77	GUM BOOT HEAVY DUTY	Superior quality, Hospital grade	pcs	8	200
78	HAND GLOVES HEAVY DUTY	Superior quality, Hospital grade	pcs	100	2400
79	HIT BLACK	Superior quality, Hospital grade	pcs	200	4800
80	Hygiene foam soap pouch	Superior quality, Hospital grade	pcs	100	2400
81	MORTEIN RAT KILLER 200 gm	Superior quality, Hospital grade	pkt	13	300
82	PIL ITALICA 80 LTR (DUSTBIN)	Superior quality, Hospital grade	pcs	4	100
83	SOAP CAKE 75 GMS DETTOL	Superior quality, Hospital grade	pcs	300	7200
84	SOAP CASE	Superior quality, Hospital grade	pcs	21	500
85	SWIVEL CORNER BRUSH	Superior quality, Hospital grade	pcs	3	60
86	URINE CUBE PACK OF 12 300 GMS	Superior quality, Hospital grade	pkt	100	2400
87	URINE SCREEN PACK OF 10 300 GMS	Superior quality, Hospital grade	pkt	60	1440
88	Chalk Box	Superior quality, Hospital grade	box (60 sticks per box)	10	240
89	Closed Rikshaw	500 Litre Capacity, MS frame	pcs	2	2
90	Blue Cardbox (BMW)	Superior quality, Hospital grade	pcs	83	2000

[Note: Quantity as well as the Category is tentative and may change as per requirement.]

Section – IX
Performa for Performance Statement
UNDERTAKING – YEARS OF EXPERIENCE

Tender No. _____ Due for opening on: _____

Name of the Service _____

I/ We M/s _____ hereby declare that:

1. Our agency has been in business for a period of at last FIVE years in Sanitation & Housekeeping services for which the relevant supporting documents are submitted.
2. The list of clients served by our agency in the last Four years is given below to be submitted in said format with Documentary Proof.

S. No.	Govt./Private Hospital/commercial establishments used by public	No. of beds/ Area	No. of employees provided	Duration of contract	Contact details of the Govt./Private Hospital/commercial establishments (Contact person, address and telephone number)

4. We will be able to arrange for the required manpower, material, machine and other resources for the establishment of service as per the tender term within 15 days of award of tender (A/T)/Letter of intent (LOI).
5. We declare that we have necessary infrastructure/tie up for the maintenance of the equipment being used and enough manpower to cater to any additional need of Client at short notice (any increase in required manpower), if any such need arises during the tenure of the contract.

Signature of the Tenderer

Name & Address with Official Stamp

SECTION - X

“FORMAT FOR PRICE BID” Part-1

FINANCIAL/PRICE BID FOR PROVIDING SANITATION SERVICES FOR MANPOWER

The bidder shall quote service charges in percentage at S. No. 08 and further financial component will be calculated accordingly for category (I) to (IV) in Indian Rupees in words and figures in Financial/Price Bid as per following format

		Sanitary Inspector	Sanitation Supervisors	Plumber	Sanitary Attendant
		(In Rs.)	(In Rs.)	(In Rs.)	(In Rs.)
		(I)	(II)	(III)	(IV)
1.	Basic plus VDA (Variable Dearness Allowance) * as per latest notification of minimum wages issued by Ministry of Labour and Employment				
2.	ESI 3.25% of basic plus VDA plus any special allowance (if any) i.e., on S. No. (1) ***				
3.	EPF 12%+EDLI 01% = Total 13% of basic plus VDA***				
4.	Bonus 8.33% @ Rs. 7000/- Or the minimum wage for scheduled employment, as fixed by the appropriate Government, whichever is higher. [Eligibility Limit (Rs. Per Month) is Rs. 21,000/-				
5.	Total add S. No. (1) to (4)				
6.	Service Charges (____) %age on total sum S. No. (5) (SHALL NOT BE LESS THEN 5%(five)				
7.	Total S. No. (5) & (6)				
8.	GST if applicable @ ____% on total sum S. No. (7)				
9.	Total add S. No. (7) & (8) [Round Off] (Rates per head/per month for specific Unit)				
10.	Total number of required sanitary staff in category (I) to (IV) of specific Unit as specified SECTION-VI	3	17	3	330
11.	Grand Total of Sum (Rates for total manpower per month for specific Unit)				
12.	Total sum of Category (I) to (IV) at S.No.13 = Rs. _____only) Rs. _____in Words				

*Variable Dearness Allowance as per the latest notification (as applicable) of Ministry of Labour & Empowerment, Office of the Chief Labour Commissioner (C).

***Allowances-Gratuity, bonus, ESI, EPF and others: Regarding payment of the gratuity to the workers employed by the firm, it is agreed that the same will be done as and when the workers

become eligible for the Gratuity. The bonus to be paid to the workers will be done on monthly basis and the same will be reflected in the respective monthly bills submitted by the firm for release of payment to the firm. Firm will submit the proof of depositing the ESI and EPF allowances as described in the tender clauses. The firm will follow all the guidelines/ procedure as per the law applicable related to the above. The firm will follow all the guidelines/ procedure as per the law applicable related to above mentioned allowances and for the payment of the wages.

In addition to Manpower [Section – VI], Service charges shall include the cost of Equipment, its maintenance, running cost, fuel charges, consumables related to equipment provided etc., for Section – VII.

SECTION - X
“FORMAT FOR PRICE BID” PART - 2

FINANCIAL/PRICE BID FOR PROVIDING SANITATION SERVICES FOR CONSUMABLES

The bidder shall quote service charges in percentage at S. No. 10 and further financial component will be calculated accordingly for category (I) to (VII) in Indian Rupees in words and figures in Financial/Price Bid as per following format on their letter head.

S. No.	Name of Sanitation Material	Unit	Quantity per month (Approx.)	Quantity for two years (Approx.)	Price per unit (Including GST)	Price per month (inclusive of all taxes)
(a)	(b)	(d)	(e)	(f)	(g)	(e) x (g)
1	Phenyl (Black – scented) 5 ltr/per cane	ltr	42 cane of 5 ltr	1008		
2	Phenyl (White – scented) 5 ltr/per cane	ltr	45 cane of 5 ltr	1080		
3	Garbage Bag With colour coding for Biomedical Waste Medium (red colour) 24x36	kg	75 kg (Each Kg Shall have at least 30 pcs)	1800		
4	BMW Red 33x40	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000		
5	Garbage Bag With colour coding for Biomedical Waste Medium (yellow colour) 24x36	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000		
6	BMW Yellow 33x40	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000		

7	BMW Green 24x36	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000		
8	Garbage Bag With colour coding for Biomedical Waste Medium (blue colour) 24x36	kg	75 kg (Each Kg Shall have at least 30 pcs)	1800		
9	Garbage Bag With colour coding for Biomedical Waste Medium (black colour) 24x36	kg	125 kg (Each Kg Shall have at least 30 pcs)	3000		
10	Biodegradable Plastic Garbage Bag (Black)	kg	50 kg (Each Kg Shall have at least 30 pcs)	1200		
11	Biodegradable Plastic Garbage Bag (Black) 33x40	kg	175 kg (Each Kg Shall have at least 30 pcs)	4200		
12	Biodegradable Plastic Garbage Bag (Green) 33x40	kg	175 kg (Each Kg Shall have at least 30 pcs)	4200		
13	Acid (Hydrochloric acid) for cleaning 500 ml	ltr	40 ltr	960		
14	Wet mop-refill 24 inches	pcs	8	200		
15	Soft Broom	pcs	120 pcs	2880		
16	Hard Broom	pcs	160 pcs	3840		
17	Bleaching Powder	Pkt of 500gm	6	150 kg		
18	Toilet Cleaner (Harpic)	500ml	210 pcs	5040		
19	Multipurpose cleaner for all washable surface and daily maintenance of protected floor (Lyzol)	500 ml per bottle	340 Bottles	8160		
20	Hand gloves	Pair	8	200		
21	Dry Mop refill 24	pcs	7	160		
22	Dry Mop refill 18	pcs	6	140		
23	Wet Mop set 18	set	9	210		
24	Wet Mop set 24	set	8	180		

25	Dry Mop set 18 inches	set	5	120		
26	Dry Mop 3x3 feet Complete set	set	6	150		
27	Dry Mop 3x3 feet refill	set	5	120		
28	Dry Mop 3x3 feet sleeves	set	7	160		
29	Dry Mop set 24 inches	set	5	120		
30	Spray gun Bottle (collin)	pcs	150 pcs	3600		
31	Scrubber for floor cleaning	pcs	7	160		
32	Feather Duster	pcs	120 pcs	2880		
33	Table Duster	pcs	200 pcs	4800		
34	Slaked lime	kg	50 kg	1200		
35	Telescopic poles for cobwebs	Pcs	70 pcs	1680		
36	Lagga Broom (Broom stick)	Pcs	9	210		
37	Toilet Brush	Pcs	80 pcs	1920		
38	Plastic Bucket of 18/20 ltr	pcs	60 pcs	1440		
39	Plastic Mug (500 ml)	pcs	9	220		
40	Plastic Dust bin	pcs	8	200		
41	Plastic foot operated Dustbin	pcs	11	260		
43	Dust pan	Pcs	10	250		
45	Chock Pump for drain blockage (plunger)	Pcs	5	110		
46	PVC Flexible Garden Pipe	100 meter/set	3	3		
47	Liquid Soap Dispensers made of stainless steal	Pcs	10	250		
48	Liquid Soap 5 ltr/cane	ltr	65 cane	1560		
49	5 METRE TELESCOPIC WINDOW CLEANER, GLASS CLEANER, DIY	Pcs	30	30 pc		
50	Toilet cleaning Wiper	Pcs	5	110		
51	Floor Cleaning Wiper	Pcs	13	300		
53	Floor Cleaning Wiper	Pcs	3	60		
54	Sodium hypochloride solution 5 ltr/cane	ltr	40 cane	960		
55	Harpic flushmatic	Pcs	100	2400		
56	Twin Bucket Wringer Trolley	pcs	6	150		

57	Detergent Powder (Rin/Surf/Arial/Nirma) (Kg)	Kg	120 kg	2880		
58	Dish Washing powder (Vim/Nip/Pril) (Kg)	kg	80 kg	1920		
59	Room freshener 200 ml	pcs	270	6480		
60	Naphthalene Bell (Gram) 100 gm	kg	8 kg	192		
61	Toilet Freshener (Odonil Cake 75 gm)	pcs	340	8160		
62	Mops 3X3 Feet complete set	pcs	50 pcs	1200		
63	Mosquito Repellent (Piece)	pcs	320	7680		
64	Liquid Soap (Dettol/Lux/Santoor) FEM	ltr	45 cane of 5 ltr	1080		
65	Toilet Paper 10 pcs in 1 pkt	10 pcs in 1 pkt	120 pkt	2880		
66	Mosquito Repellent Machine ALLOUT	pcs	21	500		
67	Mosquito Repellent ALLOUT Refill	pcs	300	7200		
68	Soap Dispenser wall mounted 500 ml as per Requirement	pcs	13	300		
69	Soap Dispenser refill 500 ml (Dettol)	pcs	100	2400		
70	BROOM RINGS	pcs	8	200		
71	BROOM STICK	pcs	8	180		
72	DOOR MAT 24 x 18	pcs	13	300		
73	DOOR MAT 3 x 4	pcs	4	100		
74	DUSTER CLOTH YELLOW	pcs	200	4800		
75	EL BRUSH SURVEL	pcs	7	160		
76	FLOOR DUSTER (POOCHA)	pcs	200	4800		
77	GUM BOOT HEAVY DUTY	pcs	8	200		
78	HAND GLOVES HEAVY DUTY	pcs	100	2400		
79	HIT BLACK	pcs	200	4800		
80	Hygiene foam soap pouch	pcs	100	2400		
81	MORTEIN RAT KILLER 200 gm	pkt	13	300		

82	PIL ITALICA 80 LTR (DUSTBIN)	pcs	4	100		
83	SOAP CAKE 75 GMS DETTOL	pcs	300	7200		
84	SOAP CASE	pcs	21	500		
85	SWIVEL CORNER BRUSH	pcs	3	60		
86	URINE CUBE PACK OF 12 300 GMS	pkt	100	2400		
87	URINE SCREEN PACK OF 10 300 GMS	pkt	60	1440		
88	Chalk Box	box (60 sticks per box)	10	240		
89	Closed Rikshaw	pcs	2	2		
90	Blue Cardbox (BMW)	pcs	83	2000		
91	Grand Total including Taxes					Rs. _____/-

**Bidder has to quote for all the items. In case, bidder fails to quote for any of the listed items in Section X, Part – 2, it will be deemed that the bidder has agreed to supply those items free of cost to AIIMS Bathinda.*

Note: To arrive at the lowest bidder, Total price bid of both parts i.e., Section – IV (Part-1) [**Manpower**] and Section – IV (Part-2) [**Consumables**] in aggregate shall come lowest in total. (i.e., price bid for Manpower + price for Consumables should be lowest)

SECTION – XI
STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No. /Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).

- (a) An individual
- (b) A proprietary firm
- (c) A firm in partnership
- (d) A limited company or Corporation

4. Particulars of registration with various Government bodies (attach attested photocopy).

S. No.	Organization/ Place of registration	Registration No.
1.		
2.		
3.		

5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend operation for a period of more than one month continuously after you commenced the operation? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid GST/Works Contract Tax registration with the Sales Tax Department?
12. Total number of employees along with their designations engaged by the bidder for the sanitation and housekeeping services.
13. Any other information considered necessary by not included above

Signature of Applicant

Section – XII
TENDER ACCEPTANCE FORM

1. I
son of resident of
..... who is Proprietor/Partner/Director/Chairman
of M/s have read and understood the
contents of the foregoing sections with sound mind and without any pressure from any person /
party. If any document or information furnished with tender/bid is found forged or fabricated at
any time, the AIIMS Bathinda has full right to forfeit my/our EMD and Security Deposit and
cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature

Name

Designation.....

Seal

Date

Place